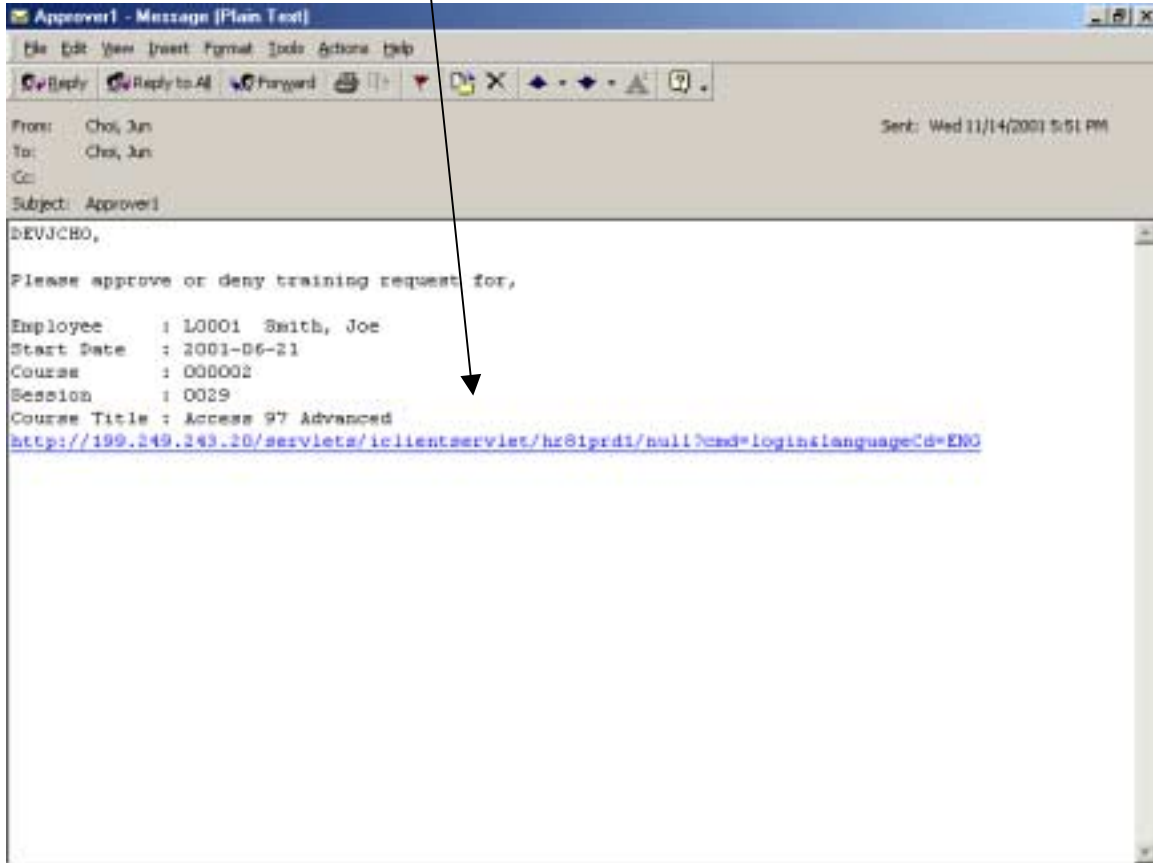


Instructions For Training Workflow Approvers

STEP 1:

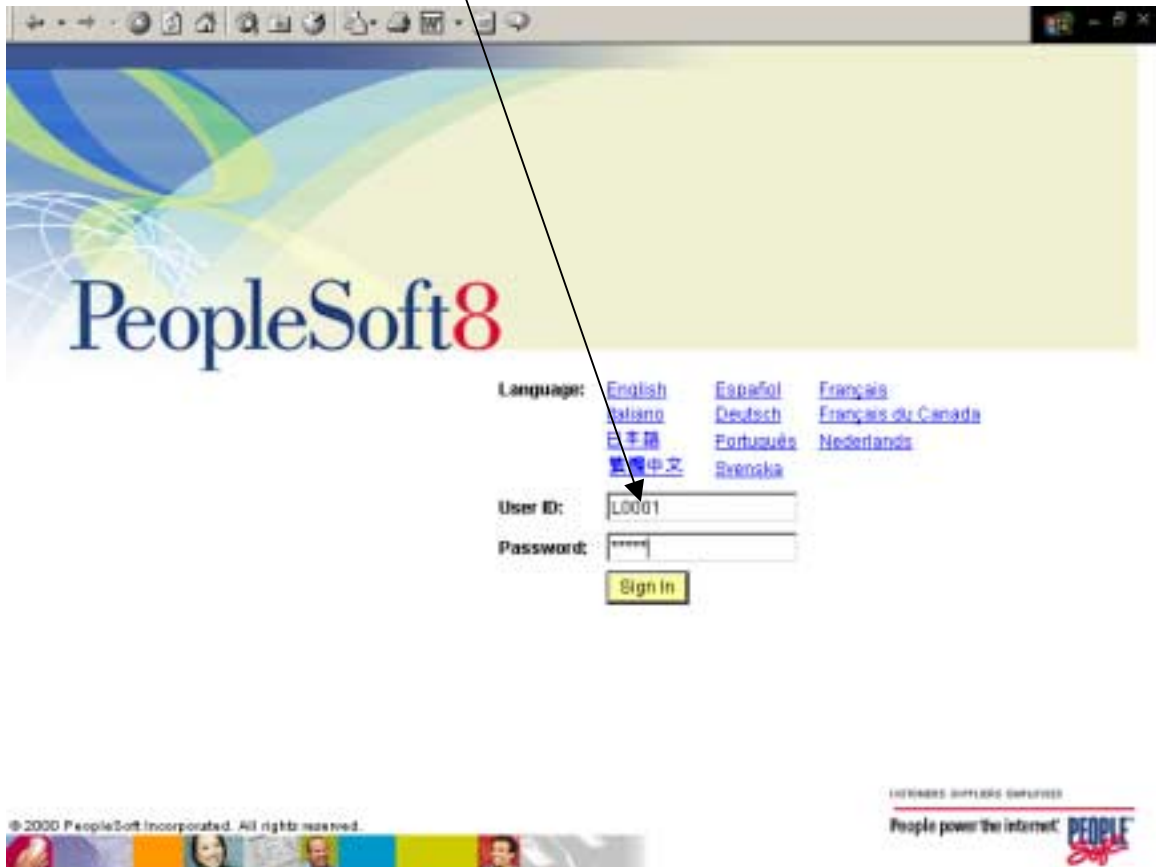
You will receive an email notifying you to approve or deny a training request submitted by one of your employees. Select the link in the email to launch the CHRIS login page.



Instructions For Training Workflow Approvers

STEP 2:

Enter your CHRIS User ID and Password.



The screenshot shows the PeopleSoft8 login interface. At the top, the PeopleSoft8 logo is displayed. Below the logo, there is a language selection section with links for English, Spanish, French, Italian, Deutsch, Français du Canada, 日本語, Português, Nederlands, 繁體中文, and Svenska. Below the language selection, there are input fields for User ID and Password. The User ID field contains the text 'L0001'. Below the password field is a 'Sign In' button. An arrow from the text 'Enter your CHRIS User ID and Password.' points to the User ID input field.

Language: [English](#) [Español](#) [Français](#)
[Italiano](#) [Deutsch](#) [Français du Canada](#)
[日本語](#) [Português](#) [Nederlands](#)
[繁體中文](#) [Svenska](#)

User ID:

Password:

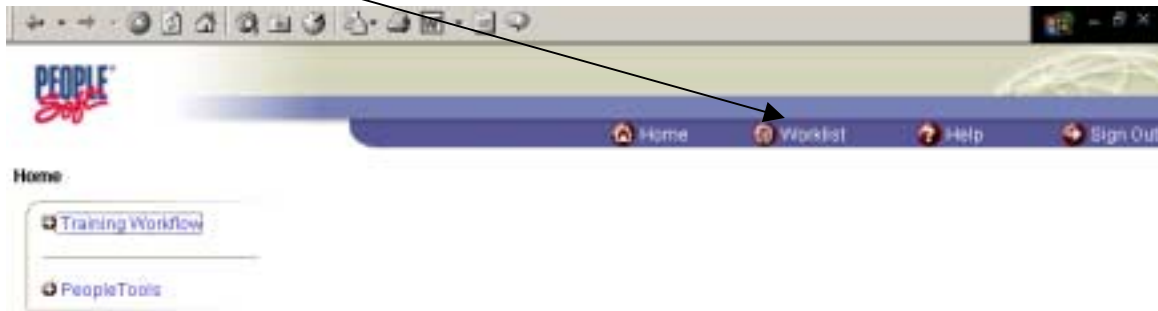
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Instructions For Training Workflow Approvers

STEP 3:

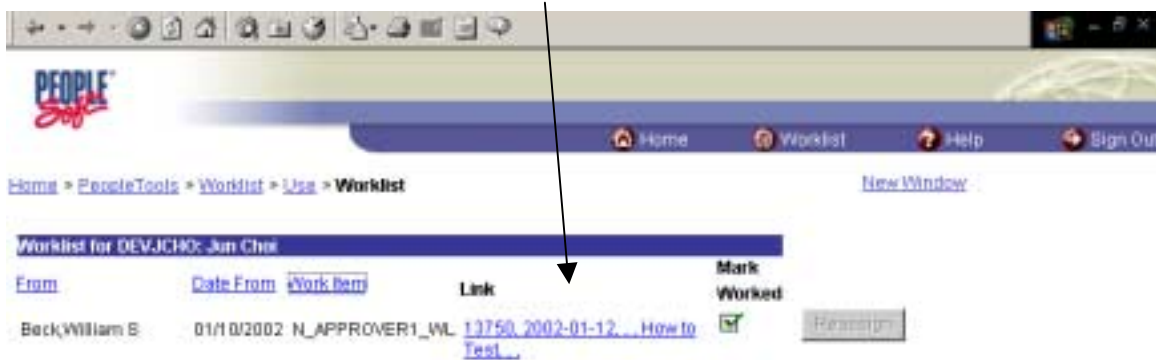
Click on Worklist to retrieve all training requests pending your approval.



Instructions For Training Workflow Approvers

STEP 4:

This example shows that DMO3JCHO (the approver) has one training request to approve for employee L00001. To approve or deny the training, select the link below.



Instructions For Training Workflow Approvers

STEP 5:

Click on the Training Request Form tab to review the details of the training request (cost, etc)

Home > Training Workflow > Training Workflow > Use > Approve Training Request [New Window](#)

Approval Routing **Training Request Form**

Approvers [View All](#) First **4** of 1 Last

| | | | |
|---------------|---------------------|-----------------|------------|
| EmpID: | 13750 | Start Date: | 01/12/2002 |
| Course Code: | | Session #: | |
| Course Title: | How to Test | Attendance: | Request |
| Email: | jun.choi@hq.doe.gov | Workflow Entry: | Y |

| | Workflow Role | 182 Role | EmpID | Name | Status | Recycle Remark | Denial Remark |
|---------|---------------|----------|--------|-----------------------|--------|----------------|---------------|
| Step0: | Initiator | | 13750 | Beck,William S | | | |
| *Step1: | Approver1 | 26A | DEWCHO | Jun Choi | | | |
| Step2: | Approver2 | 27A | L0003 | Maharaj,William S | | | |
| Step3: | Approver3 | 28A | L0004 | Schmader,Lori A | | | |
| Step4: | Budget | 29A | L0005 | Fonville-Noels,Jenise | | | |
| *Step5: | Trng Proc | 30A | L0006 | Chism,Barbara | | | |

Instructions For Training Workflow Approvers

STEP 6:

The details of the training are shown on this page. You should review all pertinent information before approving or denying the training request.

The screenshot shows a web browser window displaying the PEOPLE Soft Training Request Form. The browser's address bar and toolbar are visible at the top. The PEOPLE Soft logo is in the top left corner. The navigation bar includes links for Home, Worklist, Help, and Sign Out. The main content area is titled "Training Request" and includes a sub-header "Approval Routing" and "Training Request Form". The form contains the following fields and sections:

- Employee Information:** Name: Allen, Dean C; EmpID: L0001.
- Subagency or Routing Symbol:** 10.
- *Attendance:** Request (dropdown).
- Course Type:** Computer Skills (dropdown).
- *Internal/External:** Internal (dropdown).
- Course Code:** 000002.
- Course Title:** Access 97 Advanced.
- Session #:** 0029.
- Begin/End Date:** 06/21/2001 to 06/21/2001.
- Total Training Time:** (empty field).
- Non Duty Hours:** (empty field).
- Vendor ID:** (empty field).
- Vendor Name:** (empty field).
- Address Line 1:** (empty field).
- City/State/Zip:** (empty field).
- *Training Reason:** Develop (dropdown).
- Checkboxes:**
 - ☐ Is this a conference?
 - ☒ Is this course on your IDP?
 - ☐ Is this TOP related?
 - ☐ Is this transition related?
- Costs:**
 - Direct Costs:** Tuition, Books, Materials, Other (all empty).
 - Indirect Costs:** Travel, Per Diem, Other (all empty).
- Remarks:** L0002-Enter cost data-11/14/01.

Instructions For Training Workflow Approvers

STEP 7:

After you have reviewed the details of the training request, click on the Approval Routing tab. You have the options to approve, deny or recycle the training request.

- Approve - notify the next approver (L0003) by email to approve or deny training.
- Deny - notify by email the Initiator (employee 13750) that training has been denied.
- Recycle - notify by email the previous approver or the Initiator that additional information is necessary or that he or she is the wrong approver.
- If you deny or recycle a training request, it is very important to enter your comments in the appropriate Remark field because the remarks entered in these fields will be included in the email notification. There is a Recycle Remarks field for each approver and one Denial Remarks field.**
- If the next box is blank or contains the incorrect approver, select the appropriate approver by clicking on the magnifying glass.

Home > Training Workflow > Training Workflow > Use > Approve Training Request

New Window

Approval Routing Training Request Form

Approvers View All First 1 of 1 Last

EmpID: 13750 Start Date: 01/12/2002
Course Code: Session #:
Course Title: How to Test Attendance: Request
Email: jun.choi@hq.doe.gov Workflow Entry: Y

| Workflow Role | 182 Role | EmpID | Name | Status | Recycle Remark | Denial Remark |
|------------------|----------|---------|------------------------|--------|----------------|---------------|
| Step0: Initiator | | 13750 | Beck, William S | | | |
| Step1: Approver1 | 26A | DEVUCHO | Jun Choi | | | |
| Step2: Approver2 | 27A | L0003 | Maharaj, William S | | | |
| Step3: Approver3 | 28A | L0004 | Schmader, Lori A | | | |
| Step4: Budget | 29A | L0005 | Fonville-Noels, Jenise | | | |
| Step5: Ting Proc | 30A | L0006 | Chism, Barbara | | | |

Approved
Denied
Recycled

Instructions For Training Workflow Approvers

STEP 8:

The last step is to Save. This will notify by email the next approver, in this case Kirby Dunbar, that he needs to approve or deny this training request.

PEOPLE Soft

Home Help Sign Out

Home > Training Workflow > Training Workflow > Use > Employee Training Request

New Window

Training Request Approval Routing

Approvers View All First 1 of 8 Last

EmpID: L00001 Course Start Date: 12/04/2000
Course Code: L104 Course Session Nbr: 0022
Course Title: Federal Gov1 Orientation

| | Workflow Role | Role | EmpID | Name | Status |
|------------|---------------|------|----------|------------------------|----------|
| Initiator: | | | DMD3JCHO | | Request |
| Step1: | 1st Super | 2BA | KC0001 | Griffiths, Martina Rae | Approved |
| Step2: | None/Skip | | | | |
| Step3: | Approver2 | 2BA | KC0002 | Dunbar, Kirby | |
| Step4: | None/Skip | | | | |
| Step5: | Trng Proc | 2BA | KC0003 | Rogers, Cynthia A | |

Save Return to Search Add Cancel

Training Request | Approval Routing

Instructions For Training Workflow Approvers

STEP 9:

The work item no longer appears under the approver's worklist, once it has been completed.

